**A7: Flowchart DUE 12/10**   
Create a flowchart that traces that process, starting with your "wish list" of items, noting the various offices/personnel that handle the order and items, and concluding with your own verification and processing of items. Include processes for non-receipt as well as variations in the process depending on format, supplier or funding source. Then chart maintenance and withdrawal processes. (10 points)

**What is the process for ordering, receiving, processing, maintaining, and withdrawing materials for the library?  
  
Create a flowchart that traces that process, starting with your "wish list" of items, noting the various offices/personnel that handle the order and items, and concluding with your own verification and processing of items. Include processes for non-receipt as well as variations in the process depending on format, supplier or funding source. Then chart maintenance and withdrawal processes. I recommend that you gather together by school districts to share info.   
  
For an easy way to create flowcharts, use Gliffy (www.gliffy.com).  
  
Worth 15 points.  
Post your flowchart in the Flowchart Discussion Forum.  
DUE Dec. 12.**